

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

American University Graduate Program

FROM:

EXTENSION

NO.

OL 5023-84



STAT

Chief

DATE

19 MAR 1984

STAT

Procurement Management Staff/OL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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4/10 B.

1. For concurrence.

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Your proposal looks good and is relevant to OL's needs. American U. has long been a leader in delivery of excellent courses in these disciplines and the Agency has sponsored a number of employees in such courses at A.U.

OL should direct the programs away from the Masters Degree goal and emphasize the need for such training as directly related to OL's needs so that the proposed program can be legal under Title 5.

I am concurring in the concept of this program and suggest that whoever administers it in OL consult with [redacted] Chief/Training Support Division/OTE on extension [redacted] concerning the points mentioned above.

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Required Courses

COMM 361 Management of Organizations [3]
COMM 362 Human Behavior in Organizations [3]
COMM 463 Human Resource Management [3]
COMM 464 Labor Relations and Legal Regulations [3]
COMM 465 Manpower Planning and Development [3]

Elective Courses

GROUP I (Select three courses from the following.)
COMM 467 Organizational Behavior and Development [3]
ECON 415 The Economics of Labor [3]
PSYC 361 Psychology in Business and Industry [3]
COMM 341 Commercial Law I [3]
SOC 431 Small Groups [3]

GROUP II (Select two courses from the following.)
RCS 240 Interpersonal Communication [3]
ECON 201, 202 Principles of Economics [3, 3]
COMM 320 Introduction to Business Information Processing [3]
ENWR 303 Non-Fiction Writing [3]

**CERTIFICATE IN PROCUREMENT
AND CONTRACTS MANAGEMENT**

The thirty semester-hour certificate in Procurement and Contracts Management is offered by the Division of Continuing Education, in cooperation with the McIntire School of Commerce and in consultation with the National Contract Management Association and the Federal Government Accountants Association. It provides a program of study in a new and rapidly growing area of specialization—contract administration, negotiation, and grant management in industry and Federal, state, and local governments.

Required Courses

1. PC 401 Procurement and Contracting [3]
2. PC 402 Contract Administration [3]
3. PC 403 Cost and Price Analysis [3]
4. PC 404 Principles of Law for Contract Formation [3]
5. PC 405 Negotiation of Contracts and Modifications [3]
(Prerequisite: PC 403 or permission of instructor)
6. PC 407 Seminar in Procurement and Grants Management [3]
(Prerequisite: Advanced standing)

Elective Courses

- 7-10. Four elective courses from the following:
- PC 408 Principles of Law for Contract Performance [3]
(Prerequisite: PC 404 or permission of instructor)
 - PC 409 Contracting for ADP Hardware and Software [3]
 - PC 410 Procurement of Major Systems [3]
 - PC 411 Cost Analysis for Decision Making [3]
 - PC 412 International Purchasing and Business Transactions [3]
 - PC 413 Purchasing and Materials Management [3]
 - PC 415 Grants: Federal, State, and Local [3]
 - PC 416 Application for and Management of Federal Grants [3]
 - PC 417 International Business Negotiations [3]

PC 401 PROCUREMENT AND CONTRACTING [3]

This course provides an introduction to the procurement and contracting processes. It is a basic course, and treats fundamental principles and techniques in detail. Emphasis is upon government procurement, but the student is also provided with an understanding of procurement methods and subcontracting in the private sector. Laws, policies, and procedures controlling government procurement (and their impact upon the private sector) are examined.

PC 402 CONTRACT ADMINISTRATION [3]

Enforcement of the contract terms during performance, and recognizing situations which may lead to cost overruns and claims for delay and disruption. Methods for adjudicating change orders, processing findings and determinations, and appeals under the disputes clause. Principal operational functions of contract administration, financial analysis, terminations, production surveillance, quality assurance and audit.

PC 403 COST AND PRICE ANALYSIS [3]

Basic concepts in the analysis of contract price by cost and price analysis techniques. Application of the learning curve. Weighted guidelines profit objective method. Return on investment concept. Principles of analyzing in the ADP systems environment.

PC 404 PRINCIPLES OF LAW FOR CONTRACT FORMATION [3]

Introduction to government contract law. Contract clauses and provisions. Legal aspects associated with the contracting and the administration of contracts.

PC 405 NEGOTIATION OF CONTRACTS AND MODIFICATIONS [3]

Prerequisite: PC 403

Techniques of negotiation. Organization and operation of the

procurement team. Preparation and conduct of negotiations of contracts and contract insurances by the team concept. Mock negotiations conducted by the class using case studies.

PC 413 PURCHASING AND MATERIALS MANAGEMENT [3]

Industrial purchasing and management of inventories including determination of requirements, pricing, source selection, inventory policy, and professional ethics.

PC 415 GRANTS: FEDERAL, STATE, AND LOCAL [3]

The objective of this course is to provide the student a foundation upon which an understanding of the administration of grants may be erected. The course will be primarily concerned with grants by the Federal Government: the means by which it provides financial assistance, direct or indirect, to state and local units of government and to the private (non-profit) community; and the purposes for which such assistance will be covered, including topics of such current interest as revenue sharing, concerns over Federal interests in non-Federal functions, impact upon intergovernmental relations, and others.

PC 416 APPLICATION FOR AND MANAGEMENT OF FEDERAL GRANTS [3]

The objective of this course is to provide the student with further understanding and familiarization of the mechanics of applying for Federal grants, the application of the review process, and the administrative problems facing recipients of grants. It will cover the specific application procedures of several Federal agencies and several grant programs. A broad and comprehensive review will be made of the pre-application process, requirements for state plans, coordinating requirements among "planning units" of governments, and environmental impact statements.

PC 417 INTERNATIONAL BUSINESS NEGOTIATIONS [3]

Differences between international and domestic business negotiation; language, customs, religion, political and legal systems, and other cultural considerations; effective communication. Various strategies and tactics used in negotiations and extensive role-playing utilizing these techniques to develop recognition and countering skills.

PC 407 SEMINAR IN PROCUREMENT AND CONTRACT MANAGEMENT [3]

Capstone course for advanced students in acquisition management. Planned to meld the content of individual procurement courses into a fuller understanding of policies, practices, and procedures. Includes current research and advances; offers opportunities to develop skill in critical evaluation of theories and their application in resolving problems. Helpful in preparing for the NCMA and other professional examinations.

PC 408 PRINCIPLES OF LAW FOR CONTRACT PERFORMANCE [3]

Prerequisite: PC 404 or permission of instructor

Emphasis on research and development contracts and contract claims. Intensive examination of equitable adjustment, remedies of the contractor, and terminations.

PC 409 CONTRACTING FOR ADP HARDWARE AND SOFTWARE [3]

Illustrates how to structure and negotiate hardware and software contracts and clearly outlines the responsibilities of both the buyer and seller. Key contracting problems emphasized are: reliability standards, acceptance testing, performance and measurement, quality control, maintenance, progress reports, and payments.

PC 410 PROCUREMENT OF MAJOR SYSTEMS [3]

Procurement planning, development and contracting for major systems. Instruction will consist of studying a major weapon system and construction project from concept formulation through contract definition, development, and manufacture or construction.

PC 411 COST ANALYSIS FOR DECISION MAKING [3]

Application of current methodologies used in the development of cost analysis studies. Emphasizes selection of techniques to be employed, analysis and refinement of data, development of cost models, the use of the models as predictors of life cycle cost elements, operating and support costing, economic analysis, design-to-cost and life cycle costing.

PC 412 INTERNATIONAL PURCHASING AND BUSINESS TRANSACTIONS [3]

Emphasized are the basic regulations and principles of international procurement, organizational structures, financing, cooperative programs, supply-support arrangements, co-production, agreements, consortiums, research and development agreements, distribution systems, and analysis of current problems and trends.

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